

**MINUTES FOR  
PROJECT ENGINEERS MEETING  
Wednesday, February 5, 2003  
9:00 am, Conference Room 'C'**

1. Branch Staff Meeting ..... Greg Perfetti  
See copy of attached Branch Staff Meeting minutes.
2. BSIP, Expense Vouchers, etc..... Darlene Yarborough  
A training session will be scheduled for each Project Group to cover changes in time cards and expense vouchers due to the new BSIP system. Please encourage your employees to ask questions during these sessions. Refer to the handouts of new time sheets, attached time codes, and new expense voucher forms.

March 28 the old Legacy System will be shut down. Beginning with Pay Period 213 you must turn in both the old time sheets and new time sheets. On the new time sheets the WBS Elements will take the place of the old FR-11's. It is important that you encourage your employees to keep up with the projects on which they work on a daily basis. If there is not enough room to include all projects on one time sheet, multiple sheets may be submitted.

All time will be entered into the system by Front Office Personnel for the time being. It is imperative that these forms be correct. Please check and re-check these very closely before turning them in. Once entered into the system it will be both difficult and time consuming to make and rectify corrections.

March 21 will be the last day that expense vouchers may be turned in downtown to be entered into the old Legacy System. Vouchers turned in past that date will be subject to the new system and reimbursement may be delayed if entered between the 21<sup>st</sup> and the "go live" date. The new procedure for turning in expense vouchers will be to turn them in when you return from your trip and not wait until the end of the month. A new form must be filled out for each trip. Personal mileage can be done by the month. These forms should be turned in to Yulonda.

Turn-in dates for time cards and FR-11's for the following pay periods should be observed by all employees:

Pay Period 183 - time cards due by 9:00 am Wednesday, February 26  
FR-11's due by 9:00 am Friday, February 28

Pay Period 193 - time cards and FR-11's due by 9:00 am Friday, March 14

Pay Period 203 - time cards due by 9:00 am Wednesday, March 26  
FR-11's due by 9:00 am Friday, March 28

3. Postings ..... Darlene Yarborough  
We have permission to post seven positions. They will be going on the board Tuesday, February 11. There will be three TE III's, two TE-II's (tech type), a TT V, and a TT IV.

Please elaborate on your interview records as to the applicant's qualifications for the position. Do not just show a total of education and years of experience anymore. Also please break down experience in years and months at the various levels of employment.

4. Design/Build Projects ..... Ricky Keith  
We have submitted boring information for the Design/Build projects to the Geology Unit. They will give us feedback after reviewing these and we will develop a procedure for handling these in the future.

Contrary to former instructions to stop work on these projects assigned to you, Debbie has asked that we continue to work on them if we have information available to do so. Check with the Roadway Design Engineer for guidance as to whether ROW plans will be done "in-house" and whether they will be providing us information to work the structures.

If you receive requests from Victor Barbour for scopes of work on these projects, forward these to Greg. He will determine on a case by case basis who they will be assigned to.

5. Prefab Bridges ..... Greg Perfetti  
Division Engineers have shown a great deal of interest in this concept due in large part to potential time savings during construction. Especially when time is an issue we should be looking into the feasibility of using precast elements. This allows us to close the road, replace the structure in a minimum amount of time and get out quickly. Look at you projects on a case by case basis. If necessary set up a meeting with all appropriate parties in attendance: Division Engineer, Area Structure Engineer, Roadway, Ricky, Greg, Allen, Soils, Hydraulics, etc.

6. New Policies ..... Tom Koch  
See handouts for new policies. These will be incorporated into Design Manual Revisions to be issued in the near future.

7. Other  
TVA Submittal Guidelines - If Hydro cannot put the "no backwater" note on the plans get them to specify what the actual increase will be and include that elevation in the TVA submittal. If you have questions see Allen.